



# Parishes And Curia Together

## PARISH & CURIA INTEGRATION NEWSLETTER

Volume 9, Issue 9, September 2024

### Inside This Issue

- Status Animarum • PCI Steering Committee • PHOL Lists • Archbishop Rozanski Bulletin Announcements • Parish Bulletin Gateway • Flocknote • Missouri Department of Agriculture Letter • Servant Keeper • Bitdefender • Grant Writing Workshop • Internal Audit Fraud Alert • Consecrated Life Poster

### Calendar Dates to Note:

- 9/1 Special Collection Catholic University of America
- 9/2 Curia Closed—Labor Day Holiday

### To Do List

- Keep Sacramental Records up to date
- Keep Servant Keeper up to date
- Update all assignments in PHOL

### Training with Parish and Curia Integration:

Parish and Curia Integration offers classes for Servant Keeper, Sacraments and Parish Helper OnLine. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish and Curia Integration Training Class offerings, dates, and registration](#)

### Status Animarum Update

Thank you to the 181 parishes that have submitted their 2024 Status Animarum. We appreciate all your hard work and time. First notification letters went out to pastors last week. Please contact PCI at 314-792-7660 or [parishcuriaintegration@archstl.org](mailto:parishcuriaintegration@archstl.org) if you have questions about the letter. Follow-up letters from the vicars will be going out in early September regarding the remaining missing information.

## PCI Steering Committee

Do you want to have an impact on the bridge of communication and projects between the Curia and the parishes? If so, put your name in the “hat” for the PCI (Parish & Curia Integration) Steering Committee at October’s Curia Connection Meeting. The steering committee advises and supports PCI projects and initiatives. Monthly meetings are either in person or remotely. Two members from each Vicariate will be selected at the Curia Connections Vicariate meeting on October 16th. You must be present to be selected so the group can meet briefly at the end of October’s meeting. Please consider serving on the committee and become instrumental in improving the support and communication between parishes and Curia.

## PHOL Lists

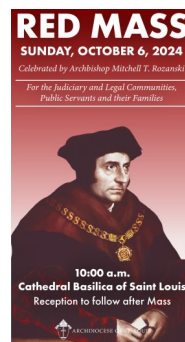
Please update all lists and contacts in Parish Helper OnLine. Make sure the contact information in Parish Helper OnLine for all assignments, including Secretaries, Bookkeepers, and Business Managers, is up to date. Shared Accountants are NOT assigned bookkeepers, this assignment is given to someone that works with the Shared Accountant in the parish. An individual may be given many assignments. Verify all email addresses and phone numbers and include a cell phone number. Update all Mass times, Eucharistic Adoration times, and Reconciliation. A location other than “church” (chapel, gym, parishes with multiple churches, etc.) now appears on the Archdiocesan website. See pages 6-18 of the Parish Helper User Manual in Parish Helper OnLine for detailed instructions.



## Red Mass Bulletin Announcement

Annually Archbishop Rozanski invites all servants of justice to the “Red Mass” at the Cathedral Basilica. The “Red Mass” was established in France during the 1300s by King Louis IX, our Archdiocesan patron saint, and is celebrated annually for judges, prosecutors, attorneys, law school professors and students, and government officials.

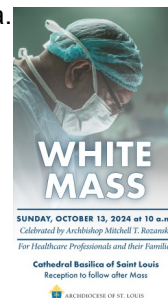
Please help us reach as many first responders as possible. Please include this ad in your September 22<sup>nd</sup> and 29<sup>th</sup> parish bulletins.



## White Mass Bulletin Announcement

Annually Archbishop Rozanski invites all healthcare workers to the “White Mass” at the Cathedral Basilica. The “White Mass” is associated with Saint Luke, patron saint of physicians and surgeons, and takes its name from the white coat commonly worn by medical professionals.

Please help us reach as many first responders as possible. Please include this ad in your September 29<sup>th</sup> and October 6<sup>th</sup> parish bulletins.



# Parish Bulletin Gateway

The Parish Bulletin Gateway no longer exists on the Archdiocesan website. To include items in other parish bulletins, please send all notices and flyers to your Vicariate Coordinator. They will publish these items for inclusion in the Vicariate News and Updates.

## Flocknote

Please note Flocknote is only vetted by the Archdiocese for their Communications service. It is not vetted for parishioner database management or contributions. Please check out Servant Keeper and all the items included in your parish Servant Keeper subscription. Servant Keeper is currently being vetted for online giving.

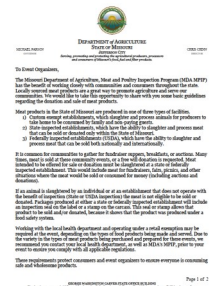
## Letter from the Missouri Department of Agriculture

The Missouri Department of Agriculture, Meat and Poultry Inspection Program (MDA MPIP) has the benefit of working closely with communities and consumers throughout the state. Locally sourced meat products are a great way to promote agriculture, serve our communities, and provide the "centerpiece" for many community fundraiser suppers, breakfasts, or auctions.

As such, the MDA MPIP has asked that the attached communication (**below**) is shared with all of our parishes. The letter details some basic guidelines regarding the donation and sale of meat products that all organizations should be aware of.

As many of our parishes prepare for an annual fall picnic, sausage breakfast, and/or meat shoot, please take the time to become familiar with these guidelines and share with any group/organization that might benefit from the information.

If you have any questions or would like any more information regarding meat and poultry products in the State of Missouri, please do not hesitate to reach out to the MDA MPIP office at (573) 522-1242.



## Servant Keeper

Now is the time to set up Servant Keeper Office to automate yearend statements. Verify parishioners' email addresses. Your parishioners then verify their information and set up their Servant Keeper account to download their yearend statement. Check out the many features included in Servant Keeper. Full utilization of Servant Keeper is a cost savings for your parish. The Archdiocese is currently vetting Servant Keeper's online giving for future use.



# Bitdefender

Checkpoint is our new antivirus software that replaces Bitdefender. Parishes that purchased Bitdefender from us, please note your license will expire on September 24 of this year.

If a parish would like to purchase Checkpoint from us, the cost is \$175.00 for a license that is good for 5 years (expiring June 2029). Any parish that would like to purchase Checkpoint, please contact Shana Hollingsworth at 314-792-7651 or [shanahollingsworth@archstl.org](mailto:shanahollingsworth@archstl.org).

## Grant Writing Workshop

Find out more about applying for grants for your school and parish. The workshop will be held September 23rd at the Cardinal Rigali Center, led by Sr. Cathy Doherty. Please register for the workshop by clicking this link: <https://northernvicariate.flocknote.com/signup/175756>



**A Mini-Workshop For  
Catholic School & Parish Leaders**  
featuring Sr. Cathy Doherty, SSND  
**Monday, September 23**  
**4:00-5:30pm**  
Light refreshments served.  
Cardinal Rigali Center - Fleur de Lis Room  
20 Archbishop May Dr., St. Louis, MO 63119

### Attention Pastors, Business Managers and School Principals!

Have you wanted to seek grant funds for a project or program at your school or parish but aren't sure where to begin? Join us on Monday, September 23rd for a mini-workshop with Sr. Cathy Doherty!

Sr. Cathy will share her expertise, including several tried and true tips and innovative approaches she has used to help attain outside funding from foundations and organizations who are seeking to support projects that make an impact.

### RSVP by September 19

<https://northernvicariate.flocknote.com/signup/175756>



Questions?  
Contact Cary Koen at  
[carykoen@archstl.org](mailto:carykoen@archstl.org) or  
314-792-6510.



## Internal controls protect you, the donor's gifts and our people!

*As a faith-based organization, we are called:*



*To have integrity in our  
financial transactions and reports*

*To guard against fraud*



*To be accountable to donors*

*To be good stewards  
of the Lord's resources*



**IF YOU SEE SOMETHING, SAY SOMETHING.**



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Email  
[InternalAudit@archstl.org](mailto:InternalAudit@archstl.org)



Office Phone  
314-792-7241

# Confirming Names of those Preparing for Consecrated Life

The Office of Consecrated Life is preparing the fifth biennial poster of men and women who have not yet professed final vows. The document to the left shows those we know of thus far who will likely be on the 2024 poster. We are now reaching out to you and many others, asking if you know anyone else who may qualify to be included on this poster. If so, we invite you to email



ARCHDIOCESE OF ST. LOUIS  
Office of Consecrated Life

[consecratedlife@archstl.org](mailto:consecratedlife@archstl.org) by September 6.

We look forward to this poster promoting and celebrating vocations to consecrated life, and inviting prayers for all who are discerning their vocation.

NAME	PARISH	DATE OF BIRTH	DATE OF DEATH	DATE OF BURIAL	DATE OF CREMATION	DATE OF INTERMENT	DATE OF FUNERAL	DATE OF BURIAL	DATE OF CREMATION	DATE OF INTERMENT	DATE OF FUNERAL
...	...	...	...	...	...	...	...	...	...	...	...

## PARISH & CURIA INTEGRATION [archstl.org/about/offices-agencies/curia-integration](http://archstl.org/about/offices-agencies/curia-integration)

*Parish and Curia Integration serves both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist. We are here to help.*

**Phone : 314.792.7660**

**Email: [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org)**